

# **THE EVELYN PRESTON MEMORIAL FUND 2005**

**CITY OF HARTFORD**  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
CULTURAL AFFAIRS OFFICE  
2 HOLCOMB ST.  
HARTFORD, CT. 06112

## **APPLICATION**

### **CRITERIA**

1. The Evelyn W. Preston Memorial Trust Fund is a trust established to fund free public band and orchestral concerts in parks and other appropriate locations in the City of Hartford during the months of June through August. The Preston Fund Grants can only be used to cover musician fees or expenses directly related to the musical performances. (i.e., sound and staging requirements).
2. The Evelyn W. Preston Fund's deadline for applications is **DECEMBER 16, 2004.** *Application deadlines are strictly enforced.* All application must be submitted via mail. **Applications may be postmarked on or before the deadline.** Applicants must submit one original copy of the application along with 7 copies of the original application. Failure to comply with this requirement will result in submitting a incomplete application.

Completed applications should be submitted to:

**DEPARTMENT OF HEALTH AND HUMAN SERVICES**  
**CULTURAL AFFAIRS OFFICE**  
**ATTENTION: ANDRES CHAPARRO JR.**  
**2 HOLCOMB ST.**  
**HARTFORD, CT. 06112**

**TELEPHONE (860) 547-1426 EXT. 7413**

### **SECTION I (APPLICANT INFORMATION)**

***EVELYN W. PRESTON GRANT AMOUNT REQUESTED \$***\_\_\_\_\_

1. Name of individual/organization: \_\_\_\_\_
2. Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_
3. Contact Person: \_\_\_\_\_  
Phone # (H) \_\_\_\_\_ (W) \_\_\_\_\_
4. E-Mail: \_\_\_\_\_
5. How should the check be made out if you are awarded money?  
\_\_\_\_\_

**SECTION II PROGRAM DESCRIPTION (REPEAT AS NECESSARY)**

**JUNE**

PERFORMER	DATE	TIME	LOCATION	ANTICIPATED AUDIENCE	DESCRIBE MUSIC

**JULY**

PERFORMER	DATE	TIME	LOCATION	ANTICIPATED AUDIENCE	DESCRIBE MUSIC

**AUGUST**

PERFORMER	DATE	TIME	LOCATION	ANTICIPATED AUDIENCE	DESCRIBE MUSIC

Is indoor facility handicap accessible? Yes\_\_\_\_\_ No\_\_\_\_\_

**SECTION III EVELYN PRESTON GRANT HISTORY (MOST RECENT 3 YEARS)**

YEAR	GRANT AWARD	DESCRIPTION OF MUSIC

Please check if you are a first time applicant [    ]

## **SECTION IV BUDGET**

### **INCOME**

- Private Cash      \$\_\_\_\_\_
- Individual        \$\_\_\_\_\_
- Corporate        \$\_\_\_\_\_
- Foundation       \$\_\_\_\_\_
- Federal            \$\_\_\_\_\_
- State              \$\_\_\_\_\_
- Other (explain)   \$\_\_\_\_\_

**TOTAL \$**\_\_\_\_\_

### **EXPENSES**

- \* Musician Fee(s)    \$\_\_\_\_\_
- \* Sound              \$\_\_\_\_\_
- \* Lights              \$\_\_\_\_\_
- \* Staging            \$\_\_\_\_\_
- \* Posters             \$\_\_\_\_\_
- \* Flyers              \$\_\_\_\_\_
- \* Paid Advertising    \$\_\_\_\_\_
- \* Equipment Rental   \$\_\_\_\_\_
- \* Space Rental        \$\_\_\_\_\_
- \* Security            \$\_\_\_\_\_
- \* Travel Expenses    \$\_\_\_\_\_
- \* Other (explain)    \$\_\_\_\_\_

**TOTAL \$**\_\_\_\_\_

If you are proposing a concert(s) utilizing City of Hartford property, please answer the following questions.

1. Have you ever filed for a permit with the License and Inspections Department?  
Yes [ ] No [ ]
2. Do you have any outstanding debts with the City of Hartford (i.e. Police Department, Public Works) for any previous performance(s) or event(s) you have sponsored?  
Yes [ ] No [ ]
3. If you answered **Yes** to question #2:

<u>To which City Department</u>	<u>Amount</u>
_____	\$ _____
_____	\$ _____

**SECTION V (SIGNATURE OF AUTHORIZED REPRESENTATIVE)**

I hereby certify that the information contained in this application and supporting materials is true, correct and complete to the best of my knowledge.

Name \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_